



CORR - DIRECTOR OF FARM OPERATIONS

Characteristics of Work

This is supervisory work involving the management of crops at a farming correctional facility. The work includes the managing of inmate work crews and crop production. The incumbent is responsible for planning schedules; maintaining supplies; and supervising Corrections-Agriculture Officers and inmates; and management of farming equipment. The incumbent is also responsible for keeping production records and tracking costs of farm operations. Supervision is received from the Farm Manager II.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Plans, schedules, and coordinates farm operations in accordance with production requirements and in compliance with safety laws and government regulations.

Supervises inmates in daily production operations.

Coordinates farming operations with other facility departmental functions.

Maintains production records for farm operations.

Maintains operational supply inventory.

Supervises correctional employees in daily technical production management.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates, plans, and manages crop production at a correctional farming facility.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective

devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in agriculture, agricultural business, business or public administration, or a related field;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in agriculture, agricultural business, business or public administration, or a related field;

AND

Experience:

One (1) years of experience in work related to the above described duties;

OR

Education:

An Associate's Degree or sixty (60) semester hours (or the equivalent quarter hours);

AND Experience:

Three (3) years of experience in work related to the above described duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Five (5) years of related experience in work related to the above-described duties.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), related experience and related education may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.